

Justified Excess Vacation (JEV)

Transaction Code:
PA30

Purpose Use this procedure to establish Justified Excess Vacation (JEV) periods using the *Date Specifications (0041)* infotype.

Trigger Perform this procedure when you have received notification that an employee has been approved for a JEV period.

Prerequisites

- Employee is over the annual leave maximum of 240 hours and is nearing their anniversary date in which they will lose any EVA quota.
- Refer to [WAC 357-31-215](#) for the requirements and details needed as stated in **2C** of WAC 357-31-215 before establishing a JEV period for your employee.

End User Roles Personnel Administration Processor










Change History	Change Description
8/4/2009	Updates made: added WAC to Prerequisites, updated screen shots to match current system.
3/4/2013	Updated the purpose statement.

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

Helpful Hints	HRMS has a process to transfer annual leave hours in excess of 240 hours from Quota type 31 (Annual Leave/Vacation) to the Quota type 40 (EVA) and is run after the final payroll for each pay period. Expired EVA hours are not deleted but are end dated with the "deduction to" date. They are no longer available to the employee to use after this date. Only quotas that are available for the employee's to use will be displayed on their earnings statement. The employee's annual leave balance display will be reduced by the number of EVA hours that have expired. This reduction will not be displayed as a negative "adjustment."
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure



If an agency creates the employee's JEV period proactively, any EVA will automatically be placed in the JEV quota balance for the designated timeframe.

Example: Jozica Korze has 240 hours of annual leave as of July 15, 2009. Her anniversary date is August 1, 2009. Jozica has been approved for JEV effective July 16, 2009 to December 31, 2009. By using the *Date Specification (0041)* infotype and establishing the JEV period, when Jozica receives her annual leave increment on July 16th it will automatically be placed into the JEV balance.

1. Start the transaction using the above menu path or transaction code **PA30**.

HR master data Edit Goto Extras Utilities Settings System Help

Display HR Master Data

Personnel no. 40000200

Name KORZE JOZICA

PersArea 5400 Employment Security Dept EEGGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data

Infotype text E..

Actions

Organizational Assignment

Personal Data

Addresses

Planned Working Time

Basic Pay

Contract Elements

Date Specifications

Family/Related Person

Period

Period

From 01/01/1800 To 12/31/9999

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year


Choose

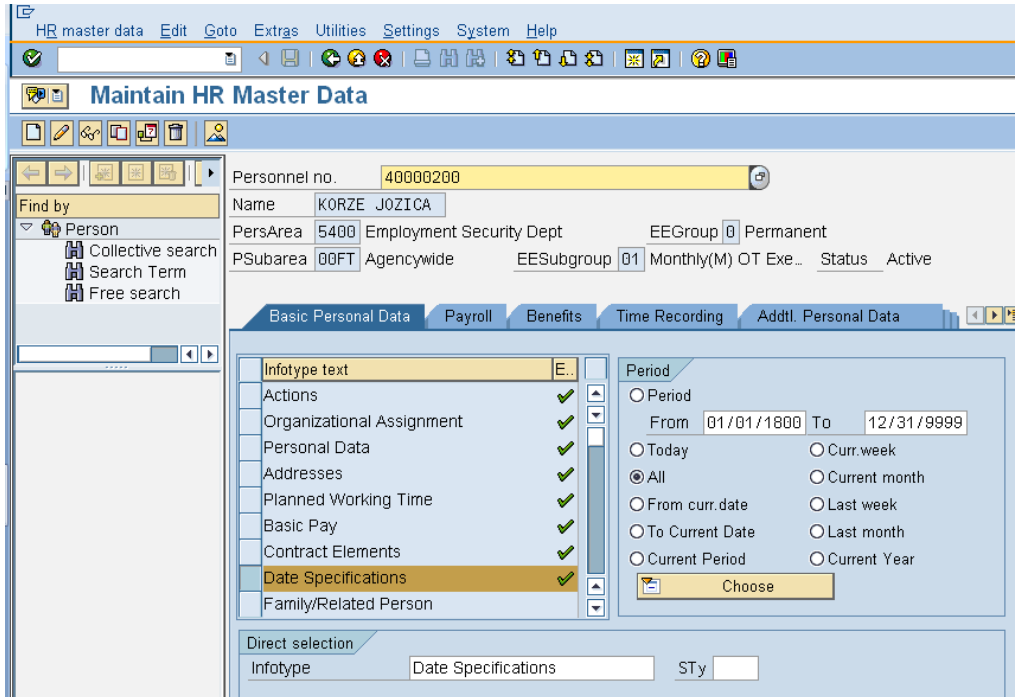
Direct selection

Infotype STy

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number. Example: 40000200

3. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.
4. Under **Basic Personal Data** click the box to the left of **Date Specifications** to select.
5. Click ☒ **All** radio button in the Period Section.



HR master data Edit Goto Extrs Utilities Settings System Help

Maintain HR Master Data

Personnel no. 40000200

Name KORZE JOZICA

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data

Infotype text E...

Actions ☒

Organizational Assignment ☒

Personal Data ☒

Addresses ☒

Planned Working Time ☒

Basic Pay ☒

Contract Elements ☒

Date Specifications ☒

Family/Related Person ☐

Period

☐ Period

From 01/01/1800 To 12/31/9999

☐ Today ☐ Curr. week

☒ All ☐ Current month

☐ From curr. date ☐ Last week

☐ To Current Date ☐ Last month

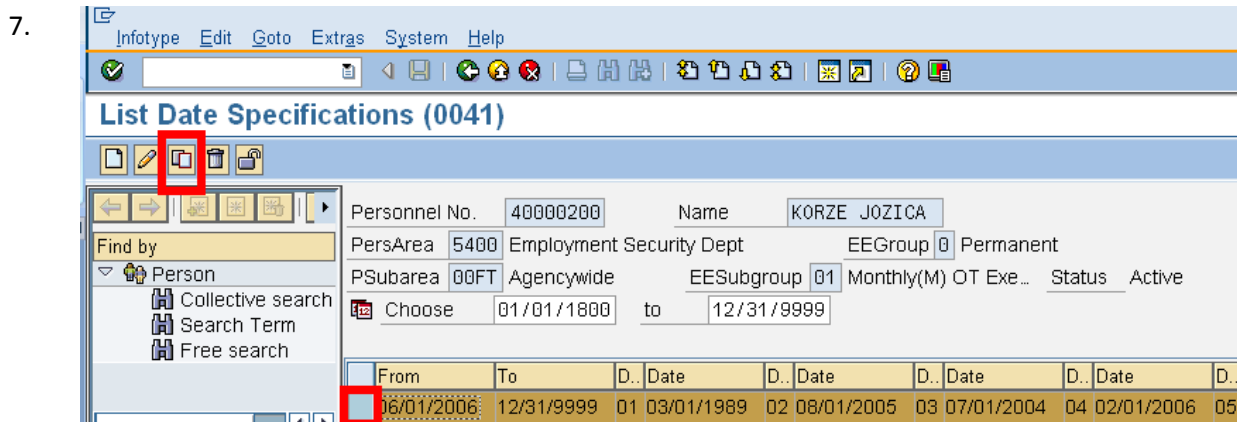
☐ Current Period ☐ Current Year

Choose

Direct selection

Infotype Date Specifications STy

6. Click  (overview) to display all records



Infotype Edit Goto Extrs System Help

List Date Specifications (0041)


Personnel No. 40000200 Name KORZE JOZICA

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active

Choose 01/01/1800 to 12/31/9999

From	To	D.. Date	D.. Date	D.. Date	D.. Date	D.. Date
06/01/2006	12/31/9999	01	03/01/1989	02	08/01/2005	03
					07/01/2004	04
					02/01/2006	05

8. Click the box to the left of the most current record to select and click  (Copy) to

the current record.

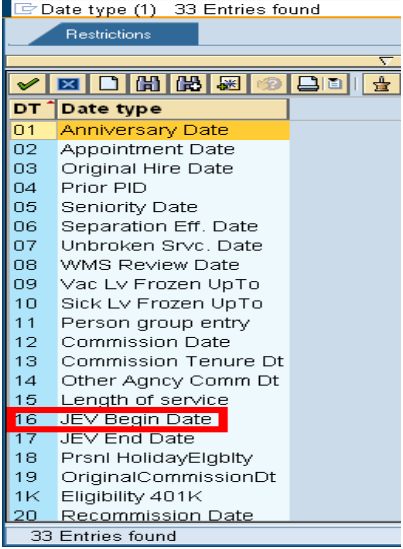



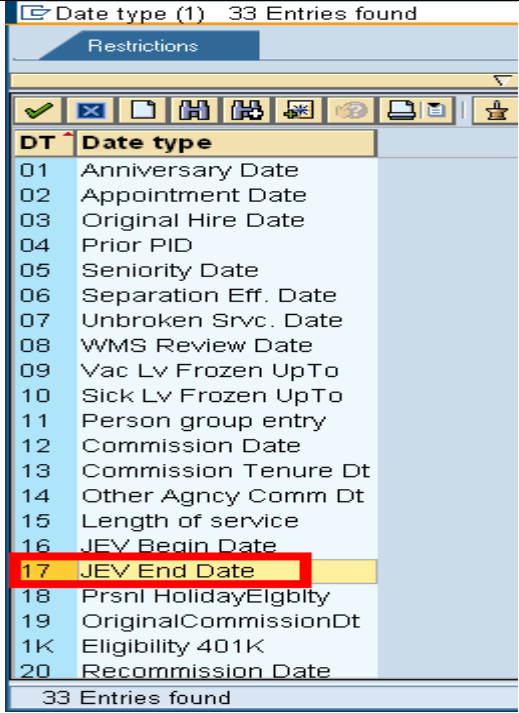


By using the (Copy) you are end dating the current record and creating a copy of the existing records to add the JEV begin and JEV end dates. Using the copy functions eliminates unnecessary reentry of the existing date types.

Date type	Date	Date type	Date
01 Anniversary Date	08/01/1989	02 Appointment Date	08/01/2005
03 Original Hire Date	07/01/2004	04 Prior PID	02/01/2006
05 Seniority Date	08/30/2000	07 Unbroken Svc. Date	08/30/2000
18 Prsnl HolidayElgblty	06/16/2006		

9. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start Date	R	The date the record is valid from. Example: 7/16/2009
Date Type	R	The date type. Place your cursor into the first blank field in the <i>Date Type</i> column and click (Matchcode) to open the selection list:

		 <p>Example: 16 JEV Begin date</p>
Date	R	<p>The start date of the JEV period</p> <p>Example: 7/16/2009</p>
Date Type	R	<p>The date type.</p> <p>Place your cursor into the first blank field in the <i>Date Type</i> column and click  (Matchcode) to open the selection list:</p>

		 <p>Example: 17 JEV End Date</p>
Date	R	<p>The end date of the JEV Period.</p> <p> If this date type is not entered JEV will continue to accrue for the employee because in HRMS the end deduction date for JEV is set as 12/31/9999. Enter the end date which is stated on the statement of necessity as the end date.</p> <p> The JEV end date only specifies when HRMS will stop accruing JEV, it does not end date the actual record. It is an agencies responsibility to monitor the end date of JEV based upon the statement of necessity.</p> <p>Example: 12/31/2009</p>

Infotype Edit Goto Extras System Help

Copy Date Specifications (0041)

Personnel No. 40000200 Name KORZE JOZICA

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active

Start 07/16/2009 to 12/31/9999

Date type	Date	Date type	Date
01 Anniversary Date	08/01/1989	02 Appointment Date	08/01/2005
03 Original Hire Date	07/01/2004	04 Prior PID	02/01/2006
05 Seniority Date	08/30/2000	07 Unbroken Svc. Date	08/30/2000
16 JEV Begin Date	07/16/2009	17 JEV End Date	12/31/2009
18 Prsnl HolidayElgblty	06/16/2006		

10. Click (Enter) to validate the information
11. Click (Save) to save.
12. You have completed this transaction.

Results

You have created the JEV period for the employee.

Comments:

- Use the **Attendance System Change Report (ZHR_RPTTM084)** after the first payroll processing day to verify the quota balances. You may also use the *Absence Quotas (2006)* Infotype to view the adjustments.